GENERAL NEWS

Loyola OF MONTREAL

Public Relations and Information Office,
Room AD233, Administration Building
7141 Sherbrooke Street West,
Montreal 262, Quebec,
Telephone 482-0320, Ext. 437-438

51

July 30, 1974

Archives & Records Management

OFFERED BY

LOYOLA LIBRARY SCIENCE PROGRAM

The Library Science Department will offer for the first time this fall Archives and Records Management, Library Science 565.

The course will be a half-credit, offered in both first and second terms. The objective of the course is to teach the development of efficient systems and procedures of retrieving information. Emphasis will be placed on the importance of records control as an administrative function. Topics to be covered include storage facilities, records classification, forms, reports control, protection of vital records and micro-image systems.

The course will be taught by Miss Claudia Sopstyle, an MA graduate of the Virginia Polytechnic Institute and the University of Maryland (where she received her M.L.S. in Library Science). Before coming to Loyola, where she is now Archivist and Records Manager, she worked as a rare books specialist at the McLennan Library, McGill University.

Archives and Records Management will consist of twelve seminar sessions held Thursday evenings between 7:00 and 9:30 p.m. and course work with field trips and lectures by guest speakers. No previous experience in libraries or business will be required for acceptance into Archives and Records Management, and the course is open to all undergraduate students of Loyola College - Day and Evening Division.

FOR FURTHER INFORMATION, telephone Miss Claudia Sopstyle at 482-0320, #445 or 434

. . . 2

FOR CALENDAR AND APPLICATION FORMS contact

Evening Division
Loyola of Montreal
7270 Sherbrooke St. W.
Montreal, Quebec H4B 1R6

- 30 -